



CLASS SPECIFICATION

Redevelopment & Housing Project Manager

Positions in this class are funded by funds of the Fremont Redevelopment Agency and may be eliminated when such funds are no longer available to the agency or when approved projects are completed.

Definition

Under general direction, plans, develops, organizes, negotiates and manages Redevelopment Agency activities involving commercial and industrial development including program development, land acquisition; project planning, budgeting, development and management; recommends policy and serves as project manager for affordable housing developments funded by the Agency; creates and implements affordable housing programs and; engages City and other public agencies in the implementation of redevelopment and housing activities and programs; supports and teams with other City staff working on neighborhood issues and performs related duties as required.

Class Characteristics

This is an advanced journey level professional classification in a work unit responsible for affordable housing programs, redevelopment activities and related neighborhood and community building objectives.

This classification is unique in that it addresses both traditional redevelopment programs and activities as well as immediate and long range housing and community development needs of low to moderate income households. It is distinguished from the generalist classification of Administrative Analyst III by its focus on and specialized body of knowledge of redevelopment law and programs, rehabilitation, land acquisition and real estate financing, commercial, industrial and residential development, and by the Administrative Analyst III's more general scope of assignments providing administrative, financial, and staff support and/or program administration for a City Department. Incumbents of this classification are expected to develop partnerships, support strategic planning and work effectively with the community.

Essential Functions

- Working within the Office of Neighborhoods, coordinates, monitors and evaluates the planning and execution of activities with other Office of Neighborhoods team members within assigned Redevelopment project area(s), including financial feasibility studies, business/community liaison, and marketing activities.**
- Conducts negotiations and assists in final negotiations with owners/developers of properties slated for redevelopment.**

- **Administers service contracts between the Agency and consultants.**
- **Assists in budget preparation.**
- **Develops and implements operational plans for integrating funding and technical resources to assist development of affordable housing through such activities as below market rate housing finance, redevelopment loan and grant programs, and emergency and transitional housing developments.**
- **Coordinates with City, federal, state, and non-profit agencies and private companies to develop resources.**
- **Develops specifications and prepares requests for proposals and grant applications.**
- **Prepares and negotiates contracts for development financing, land acquisition or disposition, technical or administrative assistance, program services, or inter-agency cooperation.**
- **Monitors the development, construction and implementation phases of contracts.**
- **Participates in the Agency's tax-allocation bond issuance activities, including the submission of necessary reports.**
In consultation with peers, supervisors and others, establishes objectives, priorities and schedules for programs and activities.
- **Establishes and maintains communication with organizations, private business firms, public agencies and the general public to promote and facilitate the planning and execution of programs and activities within project area(s), involves a high volume of meetings, functions and special events.**
- **Coordinates efforts of City departments involved in the planning and implementation of redevelopment/ rehabilitation and/or development projects.**
- **Reviews site development architectural plans in conjunction with City planning staff as required, both in office and on site.**
- **Prepares documents for action by the Agency.**
- **Conducts special studies and prepares/presents comprehensive reports on all aspects of assigned programs and activities.**
- **Serves as a technical resource for developers of affordable housing.**
- **Reviews and/or coordinates the review of submitted proposals to enable the development of below market housing, including site visits.**
- **Commutes to various agencies and locations in the performance of job functions.**

Marginal Functions

- **Other duties as assigned**

Qualifications

Knowledge, Skills and Abilities

Knowledge of: Principles, practices and legal requirements of redevelopment, affordable housing, and economic development; general goals, policies and procedures of redevelopment programs; pertinent laws and practices relating to the acquisition of land in a redevelopment environment; Federal, California State and local laws pertaining to redevelopment programs; various redevelopment and

economic development funding mechanisms such as tax assessments, tax allocation bonds, tax exempt bonds, grants, loan agreements, and other debt financing; principles and practices of negotiations, conflict resolution, and contract administration, including public budgeting, reporting financial forecasting, and financial analysis; principles and practices of management, administration, resource allocation planning and budget procedures and techniques; financial reporting and budget preparation; principles and practices of leadership, motivation, team building, conflict resolution, supervision, and training; statistical and research methods and business correspondence and report writing.

Ability to: Plan, organize, implement duties and responsibilities defined by desired outcomes and objectives; gain cooperation through discussions and persuasion; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare and present comprehensive reports both orally and in writing; communicate and deal tactfully with variety of individuals and organizations; establish and maintain effective working relationships with business executives; community organizations, other agencies, elected officials, consultants, other City employees and the general public; and manage complex projects with multiple stakeholders.

Incumbents must possess the physical and mental capacity to work under the conditions described in this document and to perform duties required by their assigned position.

Education/Experience

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: Graduation from a four year college with a degree in urban planning, architecture, urban studies, economics, public/business administration, or a related field, and five years of progressively responsible administrative or analytical experience in redevelopment, economic development, housing or real estate development. A Master's degree may be substituted for one year's experience.

Licenses/Certificates/Special Requirements

This classification requires the ability to travel independently within and outside of the city limits to perform the assigned duties and responsibilities.

Physical and Environmental Demands

Rare = < 10%, Occasional = 11-33%, Frequent = 34-66%, Constant = >66%

Sitting: Occasional to Frequent (most on days in office and meetings)

Walking: Frequent (most on days in field)

Standing: Occasional

Bending (neck): Occasional – observing, papers

Bending (waist): Occasional

Squatting: Rare

Climbing: Rare – stepstool, stairs in 2-story homes

Kneeling: Never

Crawling: Never
Jumping: Never
Balancing: Never
Twisting (neck): Occasional
Twisting (waist): Occasional
Grasp - light (dominant hand): Up to Frequent
Grasp - light (non-dominant): Occasional
Grasp - firm (dominant hand): Rare
Grasp - firm (non-dominant): Rare
Fine manipulation (dominant): Frequent – writing, keyboarding
Fine manipulation (non-dominant): Occasional - keyboarding
Reach - at/below shoulder: Occasional – desk items, driving
Reach – above shoulder level: Rare

Push/pull:

Up to 10 lbs. Rare – doors/drawers
11 to 25 lbs. Rare – heavier drawers, wheeled cart/dolly
26 to 50 lbs. Never
51 to 75 lbs. Never
76 to 100 lbs. Never
Over 100 lbs. Never

Lifting:

Up to 10 lbs. Frequent – desk items, camera, papers
11 to 25 lbs. Rare – table and chair set-up for meetings
26 to 50 lbs. Rare – boxes of brochures, materials (not daily)
51 to 75 lbs. Never
76 to 100 lbs. Never
Over 100 lbs. Never

Carrying:

Up to 10 lbs. Frequent
11 to 25 lbs. Rare
26 to 50 lbs. Rare
51 to 75 lbs. Never
76 to 100 lbs. Never
Over 100 lbs. Never

Coordination:

Eye-hand: Required
Eye-hand-foot: Not required
Driving: Required

Vision:

Acuity, near: Required – driving, visual inspections
Acuity, far: Required
Depth perception: Required
Accommodation: Required
Color vision: Required
Field of vision: Required

Talking:

Face-to-face contact: Required

Verbal contact w/others: Required

Public: Required

Hearing:

Normal conversation: Required

Telephone communication: Required

Earplugs required: Not required

Work environment:

Works indoors, works outdoors, exposure to extreme hot or cold temperature, exposure to marked changes in temperature/humidity, using computer monitor, works around others, works alone, works with others.

Class Code: 4590

FLSA: Exempt

EEOC Code: 2

Barg. Unit: FAME

Prob. Period: 12 months

Rev.: 01/06